

RETURN TO DUTY (RTD) TECHNICIAN CHECKLIST

NAME: _____ RANK: _____ SSN: _____

TECHNICIAN UNIT: _____

(Where You Work)

(Initial your election/acknowledgement)

_____ I want to be returned to duty beginning _____

_____ I elect to use my 5 days of excused absence beginning _____

_____ **Military orders are attached.** (Must be provided prior to RTD processing)

RETIREMENT:

_____ I understand that the military service is potentially creditable service but I must make a deposit for that service to avoid Catch-62 (CSRS must make a deposit if first hired after 1 Oct 82, FERS must make a deposit for the time to count).

THRIFT SAVINGS PLAN:

_____ I have a TSP Loan and request that a TSP-41, Notification to TSP of Nonpay Status, be completed.

_____ I understand that I will need to request in writing to my personnel office to make retroactive TSP contributions and elections. **(Must be completed within 60 days of RTD).**

**For additional information, please contact your local Human Resource Office remote designee.*

I understand my elections. _____
(Signature) (Date)